



Hotline



MCI Home Page: <http://www.mci.usmc.mil>

July - September 2002

The MCI Hotline is published quarterly by MCI providing you with up-to-date information. Feedback from the Hotline identified the need to expand our distribution list. Although distribution of the Hotline goes to each RUC, many Marines do not receive important MCI updates contained in these newsletters. In an effort to bridge this information gap, the Hotline will now be included in the packing list of every MCI course and included on MCI's web page.

Deputy Director's Corner

As I travel around to the various bases and stations around the Corps, I hear Marines ask how they can earn college credit through MCI coursework. The primary reason for MCI courses is to increase the individual training readiness of Marines and to support their promotion opportunity through professional military education programs, but we also submit each of our courses to the American Council on Education (ACE) to have them review each course for potential college credit. ACE can recommend credit, but the decision to award credit is up to the individual college registrar. If you are interested in college credit, take a look at the MCI course catalogue. Each course that has recommended ACE credit has a notation in its course listing. For example, MCI 001A, *Principles of Instruction for the Marine NCO*, has 3 credit hours in a Bachelors lower level recommended by ACE.

To get an unofficial transcript of your MCI course completions, visit our website and log in to your individual student record, then look for "Print an unofficial transcript." If you need an official transcript sent to a school registrar, then you must submit a written request either through our E-mail account or by sending a letter. The request must include your name, rank, SSN, complete mailing address of any school to which you would like transcripts sent, telephone number with area code, and the approximate dates of completion. Another transcript resource is the Sailor Marine American Council on Education Registry Transcript (SMART) at <https://smart.cnet.navy.mil/>.

I still need the assistance of commanders to make sure your Marines complete and get credit for their MCI coursework. The unit verification report (UVR) has added a new feature that will highlight the Marines in your unit that have an upcoming course completion date. The new deadline report can be customized to fit your needs and can highlight Marines within a 1-, 3-, 6-, or 12-month period of their course deadline. This new feature will be useful in managing your unit MCI program. Our best measure of success is to have Marines complete their coursework and then apply their new knowledge in their individual jobs.

If you have questions about MCI products and services, please get in touch with our Student Services representatives. MCI wants to continue to serve Marines around the world with timely and relevant training and education materials. *Semper Fidelis*

Glenn E. Gearhard

Glenn E. Gearhard
LtCol USMC

Enhanced Unit Verification Report (UVR)

MCI has added new features to the unit verification report (UVR). The UVR provides on-line access to real time unit MCI information. Training NCOs and officers can access real time information on their Marines who are enrolled in MCI courses. Recently, there have been several improvements to the UVR. For the College of Continuing Education regional coordinators, the zip code report can now be sorted by name, zip code, or deadline date; and the address, city, and state information has been added. Furthermore, the reports can be downloaded as an Excel spreadsheet.

Training NCOs currently have a new report available, the deadline report. With this report, users can determine which students are approaching their 1-, 3-, 6-, or 12-month end of course deadline. A tutorial for the UVR can be accessed via MCI On-Line. To access the UVR, contact MCI Student Services.

Courseware Delivery Time

MCI Student Services Department receives inquiries from students each day as to the delivery time of their MCI courseware. The approximate delivery times for individual MOS courses and MCI PME programs are listed below:

Stations/Units	Approximate Delivery Time
East Coast	3 to 5 days
West Coast	7 days
Overseas	7 to 10 days

Students can check the date their course was shipped from the warehouse by checking his or her student records page on the MCI website under <https://www.mci.usmc.mil/studentaccess/records.asp>.

How to Contact MCI

Web site	www.mci.usmc.mil
E-mail	ombmcissd@mbw.usmc.mil
Phone	1-800-MCI-USMC/DSN 325-7438
Postal Mail	912 Charles Poor Street SE Washington Navy Yard, DC 20391-5680
Visit Us	Building 220, Lejeune Hall, Washington Navy Yard

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Increased Distribution of the Marine Corps Common Skills (MCCS) Handbook

The change from *Marine Battle Skills Training (MBST) Handbook* to *Marine Corps Common Skills (MCCS) Handbook* is explained in MARADMIN 475/01. It also addresses the initial fielding plan of the *MCCS Handbook* and its associated exams, testing instructions, and answer keys.

Individual RUCs are now authorized to order increased quantities of *MCCS Handbooks* and exam packets to prepare for and conduct annual testing. However, Marine Combat Training (MCT) and The Basic School (TBS) will continue to provide the initial issue of the *MCCS Handbooks* to each newly joined Marine.

All materials can be ordered through the Marine Corps Publications and Distribution System (MCPDS). The PCN for *MCCS Handbooks* Volume 1A and 1B is 50600000900. The PCN for the exam packet is 50600001000. Each exam packet includes 12 copies each of exam A and B, testing instructions, and the answer key. Exams may be reused. The MCCS exams are graded locally and scores entered into Marine Corps Total Force System (MCTFS).

When requesting books and exams through MCPDS, units need to provide their Individual Activity Code as well as their RUC. When the requested quantity of books and exams is in excess of 100, units need to provide a Traffic Management Office (TMO) address instead of a post office box address.

Questions or problems with ordering through the MCPDS system should be directed to MSgt Dunson, Material Command, MCLB Albany, E-mail dunsonla@matcom.usmc.mil/, DSN 567-5818/5819.

The point of contact at MCI is Maj. Heritage; E-mail HeritageRP@MBW.USMC.MIL; Tel: DSN 325-7620, Comm: 202-685-7620. This information will be advertised in a soon to be released MARADMIN.

Marine in the Spotlight

This quarter's *Marine in the Spotlight* is Corporal Nelson A. Valencia, Supply Warehouseman, Logistics Section. He was born in Usulután, El Salvador and moved to the United States when he was 14 years old. In 1998, Corporal Valencia graduated from McLean High School, McLean, Virginia. On 25 January 1999, he enlisted in the Marine Corps and completed boot camp at Parris Island, South Carolina. After attending MCT, Corporal Valencia received MOS training at Marine Corps Combat Service Support School, Camp Johnson, North Carolina. His first duty assignment was as a warehouse clerk with 3rd Marine Division at Camp Hansen, Okinawa, where he participated in Exercise Cobra Gold '00 in Thailand. Following a successful tour there, Corporal Valencia received orders to Marine Barracks Washington, DC where he was assigned to the Marine Corps Institute Company.

Corporal Valencia is the professional military education NCO. His responsibilities include receiving and storing pallets of books required to make each PME program and determining the production schedule for each of the PME programs. Corporal Valencia supervises the actual production and shipment of more than 36,000 courses per year to NCOs, SNCOs, and officers around the world. If you have received a PME program in the past year, then he assembled it for you!

MCI and the American Council on Education (ACE)

The organization that recommends college credit for MCI courses is the American Council on Education (ACE). Since 1945, ACE has been evaluating military courses (including distance training and education courses such as MCIs) and selected MOS's for possible college credit. ACE, an organization independent of the schools whose courses it evaluates, champions lifelong learning. The organization is continually working with MCI to evaluate and recommend college credit for various MCI courses.

Basically, the process of recommending an MCI course for college credit works this way: MCI submits a new or newly revised course to ACE, which appoints a panel of experts to review the course. The experts are persons or academics who have worked extensively in the subject matter or skills area of the course. They may be retired military whose MOS or field of specialty was the subject matter of the course under review. In some instances, the reviewers are retired teachers or professors who taught the course subject matter. The panel reviews the course intensively.

After completing the course evaluation, the panel may make a recommendation for potential college credit for the course. Based on the experts' assessment, ACE recommends college credit at four possible collegiate levels: the vocational level (skill or trade school); lower division of a 4-year degree or the associate degree level; the upper division baccalaureate level or the last 2 years of college; the graduate level or post-baccalaureate level. ACE prints the credit recommendations in its biennial catalogue, *Guide to the Evaluation of Educational Experiences in the Armed Services*.

The key point to remember is that ACE only recommends college credit for MCI courses. Each college has the final say on whether a Marine will receive credit for a specific MCI course. Usually, a college requires that a Marine requesting ACE credit for MCI courses must submit an official transcript from MCI. Marines can request official transcripts by writing to: Marine Corps Institute, ATTN: SSD, 912 Charles Poor Street SE, Washington Navy Yard, DC 20391-5680. Refer to Marine Corps Institute Annual Course Listing (Calendar Year 2002), page 6 for more information about requesting an official transcript.



The raising of that flag on Suribachi means a Marine Corps for the next 500 years.

--James Forrestal
Secretary of the Navy

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